OPERATIONAL PROCEDURES

TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY

HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY

I. INTRODUCTION

The objective of the Tehama County Solid Waste Management Agency (TCSWMA) Household Hazardous Waste Collection Program (HHWCP) is to provide a safe and efficient means for residents of Tehama County to dispose of hazardous materials generated within their households. Towards that objective, TCSWMA has established a Permanent Household Hazardous Waste Collection Facility in Corning (PHHWCF). The facility is located at the Corning Disposal, 3281 Highway 99 West, Corning California 96021.

The intent of the procedures contained in this plan is to provide a safe environment for collection center operations. TCSWMA's PHHWCF operates according to the procedures outlined herein.

Storage of waste at the Household Hazard Waste Collection Facility (HHWCF) is limited to household hazardous wastes, Very Small Quantity Generator (VSQG) wastes and agricultural wastes. Wastes will be stored until transportation to an appropriate recycling, treatment or disposal facility. In no case will wastes generated through the HHWCP be stored for longer than one year at the collection facility.

II. FACILITY INFORMATION

EPA identification numbers: CAH 111000427

Facility Names:
Tehama County Solid Waste Management Agency
Permanent Household Hazardous Waste Collection Facility
3281 Highway 99 West
Corning, CA 96021

Facility Operator:
Advanced Chemical Transport Environmental ("ACTenviro")
4 Wayne Ct. #9
Sacramento, CA 95829

Hours of Operation:
HHW collections: Third Saturday each month, 8:00 a.m. - 12:00 p.m.
VSQG collections: Third Saturday each month, 12:00 p.m. – 2:30 p.m. (after closing to the public)

Facility Waste Manager/Operations Manager/Emergency Coordinator:

Marc Winkler, Operations Manager
Advanced Chemical Transport Environmental
4 Wayne Ct. #9
Sacramento, CA 95829
(916) 693-4496

The Facility Operations/ Emergency Coordinator will be in direct contact with the TCSWMA Program Manager.

TCSWMA Program Manager:

Rachel Ross-Donaldson
Agency Manager, TCSWMA
(530) 528-1103 (8 a.m. to 5 p.m.)
(530) 736-2698 (cell phone)

Site Owner:

USA Waste of California, Inc. dba Corning Disposal
3281 Hwy 99W
Corning, CA 96021
(530) 824-2632

III. COLLECTION FACILITY SITE AND SURROUNDINGS

1. TCSWMA PHHWCF

    1. Physical Location

The PHHWCF is located at the Corning Disposal, 3281 Highway 99 West Corning, CA. The HHW collection facility is located on the northeast portion of the property (see Sheet Number 1, Appendix C).

Siting of the collection facility at Corning Disposal was based on the following factors:

- The Public's familiarity with the location of the Corning Disposal.
- Whether the site has established public access routes that allow for adequate ingress and egress.

2. Site Information:

The permanent household hazardous waste collection facility project site consists of the following items:

- One (1) 20' x 6' hazardous materials storage unit equipped with a fire suppression system and secondary containment.
- One (1) 30' x 10' hazardous materials storage unit equipped with a fire suppression system and secondary containment.
- One (1) 40' x 8' storage seatrain for equipment and supplies.

In addition to the permanently installed items, the site also has several transportable items such as bins for trash (see Sheets Numbers 1 and 2, Appendix C).

3. Traffic Information:

The TCSWMA PHHWCF is designed for public traffic flow. The PHHWCF does not adversely impact traffic patterns.

The PHHWCF may only be accessed via a dirt/gravel access road onto an asphalt pad from the north. Traffic coming to the collection facility would drive onto the asphalt pad to be serviced at the collection facility. After materials are removed, vehicles than exit southeast back onto Highway 99 West (see Sheet Number 2, Appendix C, for traffic flow).

IV. PERSONNEL

The TCSWMA PHHWCF is staffed by personnel from TCSWMA's contractor, Advanced Chemical Transport Environmental. ACTenviro's personnel (Collection Attendants) conduct their responsibilities while the HHWCF is open to the public (i.e., operation hours). The Collection Attendants responsibilities include:

- Inspection of collection facility prior to the start of daily operations
- Setup facility for collection activities
- Determine participant eligibility
- Distribute educational information to participants
- Collect signed declaration of residence
- Proper segregation of materials
- Securing HHWCF at end of work period

ACTenviro's personnel (Waste Technicians) are also responsible for waste management operations and implementation of emergency procedures at the collection facility. Their responsibilities at the collection facility include:

- Proper segregation of hazard classes
- Proper packing (i.e., loose packing, lab packing, and bulking) of waste
- Separating out all re-usable materials
- Hazard class identification of known accepted waste
- Maintenance of required inventory sheets
- Implementation of emergency procedures

ACTenviro's personnel (Waste Technicians) are responsible for waste management operations and implementation and management of emergency procedures at the collection facility. Their responsibilities include:

- Regulatory compliance
- Periodic review of contingency plan to ensure its adequacy

- Implementation of emergency procedures
- Ensuring proper evacuation procedures
- Reviewing/scheduling training programs
- Site security development

All contractor personnel are trained in safe hazardous material management procedures including the proper identification, handling and categorization of materials. Workers also possess a thorough understanding of emergency response procedures and personal protective equipment. Additionally, the contractor possesses all required federal, state and local licensing and/or certifications regarding the handling and transport of hazardous materials and waste (Refer to section IX for a discussion on personnel training).

Administrative functions of the collection facility are the responsibility of the TCSWMA Program Manager, responsibilities include:

- Project development and planning
- Satisfying state and local permitting requirements
- Waste management planning
- Budgetary and fiscal planning
- Satisfying state and local reporting
- Contact development

V. COLLECTION CENTER DESIN/STORAGE

A. Design:

The TCSWM PHHWCF consists of a 20’ x 6’ and a 30’ x 10’ hazardous materials storage unit equipped with fire suppression systems and secondary containment, and a 40’ x 8’ storage seatrain. The storage units comply with all applicable regulatory requirements. Facility design plans are included in Appendix D.

1. Security

The TCSWMA PHHWCF is located at the Waste Management Corning Disposal and is enclosed by a perimeter security fence. Both hazardous materials storage units are always secured with an appropriate security locking device during non-operating hours.

2. Lighting

Although both hazard materials storage unit do not have interior lighting, all HHWCF operations are performed during daylight hours.

3. Hazardous Materials Storage Units:

General Design

Household hazardous materials received at the PHHWCF are stored in hazardous materials storage units specifically designed and constructed for the storage of hazardous materials. The storage units meet Factory Mutual requirements, UFC and NFPA standards. The hazardous material storage units have a corrosion resistant, non-sparking grate floor (see Sheet Number 3, Appendix C). Each unit is equipped with a dry-chemical fire suppression system that can be activated automatically or manually. The storage units comply with all applicable regulatory requirements.

Design Specifications

Design specifications as well as information on the hazardous materials storage units is provided in Appendix D.

Storage Capacity

The 20' x 6' and the 30' x 10' hazardous materials storage units have the capacity to hold 48 and 30, 55-gallon drums respectively. At no time shall the amount of hazardous materials stored within each hazardous materials storage unit exceed the equivalent of 20, 55-gallon containers.

Containment System

The storage unit has a secondary containment sump below the grate floor with a capacity equal to or in excess of 10% of the aggregate volume stored, or 100% of the largest container volume whichever is greater (40 CFR 264.175 (b)(3)). Design specification for the sump are provided in Appendix D.

Ventilation

The secured hazardous materials storage unit is ventilated by a lower sidewall and roof vents. Full opening doors provide additional ventilation for staff working with in the interior of all the hazardous materials storage units.

B. Precipitation:

1. Storage Units/Area

The hazardous materials storage unit provides protection from exposure to the elements for all stored materials and equipment by nature of their design and construction.

2. Sorting Area

The sorting area is located within the hazardous materials storage locker and is covered by the locker's metal roof.

C. Permits and Notifications:

Permits and notifications for the HHWCF including the following have been included in the operations plan (see Appendix E).

- Department of Toxic Substance Control Permit by Rule Notification
- Department of Toxic Substance Control Permit by Rule Authorization
- Corning Fire Department PHHWCF Bulking Procedures Approval
- County of Tehama Air Pollution Control District Bulking Procedures Approval

VI STORAGE CAPACITY EXCEEDANCE

The 20' x 6' and 30' x 10' hazardous material storage units have the capacity to hold 48 and 30, 55-gallon drums respectively. At no time shall the amount of hazardous materials stored within each hazardous materials storage unit exceed the equivalent total of 20 55-gallon containers. As part of the Storage Capacity Exceedance Procedures, three items are discussed below for compliance.

1. Operation Procedures for Meeting/Exceeding Storage Capacity of the TCSWMA PHHWCF.

    a. The total storage capacity for the TCSWMA PHHWCF is 2,200 gallons. This represents a maximum storage capacity of twenty (20) full 55-gallon drums per storage unit. When the total amount of stored waste reaches the equivalent of the maximum capacity of hazardous waste transport vehicles(s), arrangements are made with the current hazardous waste contactor to pick up the drums.

    b. The average time between request and shipment of the hazardous waste is two weeks. This ensures that there is enough reserve capacity to contain any or all materials in case of an uncontrolled spill.

    c. Worst possible scenario, the TCSWMA PHHWCF containment and secondary containment systems will not be exceeded if the hazardous wastes are shipped promptly, within two weeks. If an unforeseeable spill occurs, the secondary containment system, will contain any spills by nature of its design.

2. A System in Place to Contain 24-Hour 25-Year Storm, plus 10% of the Aggregate Volume of all Containers.

    a. The TCSWMA PHHWCF is designed to withstand and prevent intrusion of a 24-hour 25-year storm. The hazardous materials storage unit roofs are sloped and built on

either channel or I-beams, thus allowing for any storm water to freely move away from the unit.

3. The Containment System is Designed and Operated to Protect the Containers from Contact with Accumulated Liquids.

    a. A facility layout showing household hazard waste storage and segregation is provided in Appendix C (see Sheet 3). The household hazardous wastes are stored in drums on a grated floor. There is sealed separation (24 inches) between similar and incompatible wastes to prevent any chemical from accidentally intermixing or contaminating other materials stored at the TCSWMA PHHWCF.

Containment System:

Each storage unit has a secondary containment sump below the grate floor with a capacity equal to or in excess of 10% of the aggregate volume stored, or 100% of the largest container volume, whichever is greater (40 CFR 264.175 (b)(3)). Design specifications for the sump are provided in Appendix D.

The base underlying the hazardous materials storage unit and receiving area is asphalt covering which provides for an impervious base to the wastes and it free of cracks or gaps.

VII. WASTE ACCEPTANCE AND WASTE ANALYSIS PLAN

A. Overview of Operations:

The vehicle staging area is located on the asphalt covering in front of the 30’ x 8’ x 8’ hazardous materials storage unit (see Sheet 2, Appendix C). People seeking to drop off household hazardous materials (HHW) are instructed to remain in their vehicles by collection attendants while at the HHW collection facility. Acceptable materials are removed from vehicles by collection attendants within the staging area, transferred to the sorting area for subsequent proper sorting, segregation and packaging. Materials are stored in their original container unless the container is found to be unsound or leaking. The unsound or leaking container is placed in a secondary container to secure the contents. Identifiable materials are shelved separately based on label identification. Acceptable materials include; cleaners, polishes, automobile fluids, aerosols, paint and related products, pesticides, acids, caustics, solvents and adhesives.

Waste Technicians further segregate the materials by hazard class and compatibility based upon the waste’s chemical constituents and concentrations. The Waste Technician evaluates each waste using the following methods; label information, product information, treatment/recycling facility data, and reference data. The waste is then inventoried and appropriately lab-packed, loose packed or bulked into DOT approved shipping containers.

All unidentified or unlabeled wastes and unknowns received are segregated in a designated location of the sorting area and subsequently analyzed by the Waste Technician using a hazardous categorization chemical identification, each unknown or unlabeled material is inventoried and transferred to the appropriate container.

Containers are not normally opened. It is the policy of the HHWCF that the label accurately reflects the contents of the container, since it presents a greater hazard to open and verify many labeled containers. Non-original containers (i.e., food containers, etc.) must be opened and contents verified and analyzed to properly categorize. Safety precautions used in identifying any waste include wearing protective clothing.

Waste oil, Antifreeze, and solvents are bulked into their respective DOT approved 55-gallon drums. The following bulking protocol shall apply at all times:

- All bulking operations will be conducted in secure area away from the receiving area
- During bulking operations eye protection, gloves, and Tyveks must be worn at all times
- No smoking or flames of any sort will be allowed within 25 feet of the hazardous waste collection area
- Safety equipment will be inspected for function and adequate supply prior to commencing bulking operations
- No unauthorized persons will be allowed in the bulking area without permission
- Bulking operations will follow procedures outlined in CCR Title 22, Section 66730
    - Each container shall be emptied as much as possible so that the material within the container when inverted, can no longer be poured or drained.
    - Each container (5-gallons and/or less in capacity) as emptied must be managed by puncturing or otherwise changing the container to prevent subsequent use or reuse, prior to disposal at a solid waste facility or reclamation of its scrap value.

Lab-packed containers (drums) are numbered, labeled with the appropriate hazardous waste markings, drum identification number and DOT hazard class label. The drum is prepared with a 2 to 3-inch layer of compatible absorbent material poured into the bottom of the container. Waste is placed in the drum, so materials are not touching each other. Another layer of compatible absorbent materials is poured into the drum, covering the tops of the waste by an additional 2 to 3-inches. This process is repeated until the drum is full. Once the drum is full, the lid is secured and the word “full” is written on the lid and at the top of the inventory sheet. Inventory sheets for the partial filled drums are kept with the drums, and inventory sheets for the full drums are kept at the collection facility until transportation offsite occurs. The containers are stored within the storage units or on secondary containment pallets in accordance with 49 CFR 177.848(d).

Drums and containers marked “full” and additional containers to be transported to a Transfer, Storage, and Disposal Facility (TSDF), recycling or reclamation facility are stored prior to shipment. Drum counts

and inspections are performed by Waste Technicians prior to signing the manifest. The transport vehicle is guided on site by Waste Technicians. The truck and each container are then carefully inspected prior to loading. All drums are loaded in a safe manner and secured within the truck per the DOT segregation requirements.

Disposal of the waste is either by recycling, incineration, fuel blending, neutralization, or landfilling depending upon the best available technology for the specific hazardous waste class.

B. Waste Analysis Data

See Appendix F for waste analysis data specific to the types of wastes received at the site.

C. Generic Classes of Materials Accepted:

The PHHWCF **ONLY** accepts household hazardous waste that is manageable by the collection attendants during normal operation hours. Business generated waste is accepted on a reservation only basis at the collection facilities when the facility is closed to the public. Acceptable materials include; cleaners, polishes, automobile fluids, aerosols, paint and related products, pesticides, acids, caustics, solvents and adhesives.

D. Excluded and Extremely Hazardous Materials

Radioactive materials, partially full or full compressed gas cylinders (i.e., welding tanks), and explosives (including ammunition) are not accepted. If such materials are inadvertently received, the material is segregated from other waste and stored in the appropriate storage unit while appropriate authorities are notified, including the Waste Manager and Program Manager, and proper disposition is determined.

In order to avert the receipt of excluded materials, public information provided in the local recycling guide of the telephone book indicated that the aforementioned items are not acceptable. Alternative treatment and/or disposal options are provided to the public upon request.

Materials are **NOT** removed from a vehicle until determination is made by the collection attendants that the materials were generated by a Tehama County resident and are safe to handle.

The HWW collection attendants are directed to notify any persons attempting to drop off materials suspected of being generated in the course of a business operation that such materials are not eligible for drop off during normal collection facility hours of operations. Collection attendants will gather information from the person (i.e., company name and telephone number) and arrange for a follow-up drop off appointment.

E. Allowable Quantities of Household Hazardous Materials:

State law prohibits the transport of unmanifested hazardous materials in excess of 15-gallons or 125-pounds. Advertising and promotional materials specify that those quantities may be exceeded in any one drop-off.

The purpose of the program is to eliminate illegal disposal of household hazardous waste and to divert it from the solid waste system. Rather than discourage residents from proper disposal activities, quantities in excess of the legal transportable amounts will be accepted at the collection center if brought in by a household. Collection attendants will inform any person arriving with excessive quantities of the legal restrictions on transportation.

Material Handling and Identification:

1. Routine Identification:

Collection attendants through a review of the product/label information accomplish routine identification. The hazard class and category of the product which is determined by the Waste Technician is based on the vehicle/solvent/carrier and the concentration of the ingredients contained. To assist in proper hazardous classification, reference guides are used. ACTenviro's Waste Technician training includes instruction in the proper use of these reference materials.

2. Non-routine (unknown) Identification:

HHW received in unmarked non-original containers, or questionable materials (i.e., product label illegible) are considered an unknown material and identified in the following manner;

- Collection attendant will ask person delivering material to identify it
- If identified by person delivering it, the container is marked with "Unknown – possible identity is _____"
- If not identified by party delivering it, the material's container will be placed in the designated area marked for "Unknowns"
- Hazard categorization testing is accomplished by ACTenviro's Waste Manager

Once the "unknown" waste is identified, the waste material is then incorporated into the regular waste stream for lab-packing, loose packing, or bulking and storage.

F. Paint Handling/Storage – PaintCare

1. Paint accepted at the HHWCF is segregated for collection under the California PaintCare Program. Latex paint is separated from other paint and program materials and loose packed in a cubic yard box for transportation. Oil-based paint and other program products are collected and loose-packed into pallet sized collection containers.

G. Used Motor Oil/Antifreeze/Oil Filters/Lead-Acid Batteries:

1. Waste oil is bulked into DOT approved 55-gallon drums.

2. Used antifreeze is transferred and bulked into 55-gallon drums and subsequently transported for reclamation.

3. Used oil filters are bulked into 55-gallon drums and subsequently transported for reclamation.

4. Automobile and motorcycle lead-acid batteries are shipped in drums. If a large amount is received at one time they will be palletized for shipment.

H. Road Flares:

Unused road flares are accepted and packaged with other flammable solids inside the 20’ x 6’ hazardous materials storage unit.

I. Smoke Detectors:

The National Radiological Commission (NRC) has determined household smoke detectors are acceptable for disposal with regular trash. Smoke detectors are accepted at the HHWCF and disposed of with other refuse taken to the landfill. In compliance with existing NRC guidelines, the Waste Technician ensures the detectors are not disassembled or disposed of in concentrated quantities.

J. Household Batteries:

Household batteries will be segregated by type (i.e., rechargeable, alkaline, lithium) into 55-gallon drums. Once full the drums are transferred to the 40’ x 8’ storage seatrain for subsequent transportation and reclamation.

K. Fluorescent Tubes and Bulbs:

Fluorescent tubes and bulbs will be packaged for subsequent transportation and reclamation.

L. Estimated Quantities:

Operating an average of 1 day per month, the average participation is 10 cars per day, and 1,000 pounds of waste per month. The estimated total storage capacity for the HHWCF is identified in Section VI.

Reports and revised projections are provided to the State Department of Toxic Substances Control and local regulatory agencies as required.

In order to provide a safe environment at the collection facility, quantities stored on-site at any one time shall not exceed the limits allowed for the storage structure containment system, nor exceed a 1-year storage limit. For the purpose of hazardous waste management, the HHWCF will be serviced (i.e., processed) weekly by ACTenviro's Waste Technicians. In addition, "as needed" servicing will be conducted as determined by program manager at any time during operation of the HHWCF.

VIII. COLLECTION FACILITY EQUIPMENT SUPPLIES AND MATERIALS

A. Material Management:

Equipment used at the collection facility for properly managing waste materials include:

- Hazardous materials storage containers (DOT approved cardboard cubic yard boxes; 55, 30, 20 and/or 5-gallon steel, plastic and/or fiber drums (or other approved hazardous material containers)
- Absorbent packing materials
- Hazardous materials storage units with dry chemical fire suppression system and secondary containment
- Polyethylene sheeting and bags
- Plastic drum liners, plastic bins, tubes, and/or buckets
- DOT approved drum labels
- Drum inventory sheets
- Hand tools, drum dolly
- Hazardous categorization test kit
- Utility carts

All hazardous material handling equipment (i.e., trucks, forklifts, etc.) are supplied and used by the contracted hazardous waste hauler as necessary.

Storage structure specifications and related information is provided in Appendix D.

B. Personal Protective Equipment

The following personal protective equipment will be maintained at eh HHWCF:

- Chemical resistant disposable coveralls
- Chemical splash goggles, safety glasses and face shields
- Chemical resistant gloves
- Vinyl disposable gloves
- Respirators with appropriate cartridges

HHW collection attendants are trained in the use and care of personal protective equipment pursuant to their specific responsibilities. All personal protective equipment used at the HHWCF complies with applicable regulations.

C. Safety and Emergency Equipment

The collection facility is outfitted with the following safety and emergency equipment:

- First aid kit
- Emergency eye wash
- Portable fire extinguishers
- Spill control equipment (i.e., absorbents, booms, shovels, brooms, etc.)
- DOT approved containers
- Secondary containment for storage units, storage pallets, and in flammable storage areas, each with a capacity equal to in excess of 10% if of the aggregate volume stored or 100% of the largest container volume, whichever is greater (40 CFG 264.175 (b)(3))

All safety and emergency equipment maintained within the HHWCF complies with all federal, state, and local requirements.

D. Signage

A sign with the following language has been placed on each collection facility door and is readable at 25-feet.

CAUTION
HAZARDOUS WASTE STORAGE AREA
UNAUTHORIZED PERSONS KEEP OUT

Signs have also been places on each hazardous materials storage unit to identify the hazards and categories associated with the waste being stored inside.

IX. INPECTIONS

A. Daily Operational Inspections:

The collection attendant inspects the HHWCF on the days of operation. Inspections include general site housekeeping functions, checking for leaking containers of potential discharges, and ensuring proper operation of emergency eyewash equipment. A copy of the inspection for daily operations is included in Appendix G. The waste technician conducts inspections during non-operation hours for errors such as mislabeling or incompatible storage, which are immediately corrected. In addition, safety equipment inventory inspections are conducted, and inventory sheets are reviewed for completeness and accuracy. A copy of the inspection form and drum inventory sheet used is included in Appendix G.

Any deficiencies noted by collections attendants are immediately reported to the waste manage for correction. The collection attendants complete and initial daily inspection logs. The logs are kept on file at the TCSWNA for reference.

B. Annual Inspections:

Annually, the ACTenviro project manager inspects the collection facility, hazardous materials storage units to ensure compliance with operation procedures, waste management policies and safety programs. Inspections are documented using a collection facility inspection form. A copy of the inspection form is filed as the TCSWMA for reference.

C. Department of Toxic Substance Control Inspections:

The state Certified Unified Program Agency (CUPA) inspects the HHWCF on an annual basis to ensure compliance with all regulatory requirements.

D. Fire Inspections:

The Corning City Fire Department performs and inspection of the HHWCF on an as needed basis to ensure compliance with fire and municipal code regulations. Results of these inspections are maintained at the TCSWMA Office.

X. PERSONNEL TRAINING PROGRAM

All personnel staffing the HHWCF must successfully complete training as required by regulations. It is the responsibility of the TCSWMA's contractor ACTenviro, to ensure that collection attendants and waste technicians have successfully completed training and that documentation of their training is maintained for a minimum of three years. ACTenviro maintains current training documentation of such training.

The contracted hazardous waste disposal contractor shall maintain at the TCSWMA a copy of their training program for reference and review. Personnel training records shall be maintained for each staff and employee to include; job title, job description, duties, training course, date and proof of successful completion.

A. HAZWOPER and Hazard Communication:

Prior to working at the HHWCF, collection attendants and waste technicians will have completed task specific hazardous awareness training including lifting hazards, material identification, and minor spill response measures. In addition, completion of a 24/40-hour Hazardous Wates Operations training is required. These training courses satisfy the requirements of the California Code of Regulations (CCR) Title 22 and Title 8 (Cal-OSHA). Copies of training documents are included in Appendix H. The following topics are included in this training.

- Hazards associated with chemicals
- Incompatibly of hazardous materials
- Respirator/self-contained breathing apparatus and personal protective equipment selection and use
- Levels of protection
- Laws and regulations
- Spill control/mitigation
- Emergency response and decontamination procedures
- Hazard categorization procedures
- Fundamentals of toxicology and chemistry
- Health and safety concerns, awareness, and prevention
- General work practices associated with hazardous materials/waste
- Interpretation of information on labels and Materials Safety Data Sheets (MSDS)
- Use of the Emergency Response Guidebook
- Proper manifesting of waste for transportation

B. Classification of Materials:

Training in the classification of materials shall include reading labels for collection attendants. ACTenviro's waste technician shall be trained in the identification of hazard classes based on ingredients, identifying hazard characteristics (i.e., corrosivity, ignitability, reactivity …), and use of hazard categorization field test kits. Material identification is discussed in Section VII.

C. First Aid and Safety:

All HHWCF staff are knowledgeable in appropriate measures in the event of accidental contact with hazardous materials. Also, staff are trained in the use of fire extinguishers.

D. Emergency Response and Personal Protective Equipment:

Training shall provide staff with a working knowledge of emergency response procedures including spill containment and decontamination techniques. HHW collection attendants are versed in the use of personal protective equipment (PPE) to LEVEL D. And the regulatory requirements regarding the use of PPE, including the use of gloves, boots, protective clothing, and safety glasses. Waste technicians are versed in the use of PPE to LEVEL C, which includes the use of air purifying respirators, gloves, boots, protective clothing, and safety glasses. Copies of training documents are included in Appendix H.

E. Manifesting and Transportation:

Manifesting and transportation of wastes is the responsibility of the certified hazardous waste hauler contracted by the TCSWMA for that purpose.

The certified hazardous waste hauler shall possess required and valid licenses and be registered in the state of California as well as any other state through which waste is transported. The contractor is responsible for the proper manifesting of the wastes and shall comply with all applicable requirements.

XI. EMERGENCY PROCEDURES

Emergency procedures are detailed in the HHWCF Emergency Procedures/Contingency Plan, included at Appendix B. The plan satisfies all state and local health and safety requirements. The plan addresses the following areas:

- Notification procedures in the event of a release or incident
- Evacuation procedures
- Mitigation, containment and clean-up provisions
- Reporting and record maintenance procedures
- Maintenance of emergency equipment

- Facility monitoring for integrity of storage structures

XII. RECORDS AND REPORTS

All records, reports, documents, amendments, and revisions, regarding HHWCF permits, operations and material management are maintained by the TCSWMA. Documentation files may be inspected during normal business hours. Copies of some of these materials are also on-site at the collection facility and available for review upon request. Material inventory records are available at the HHWCF for all filled drums. Original manifests are kept on file at the TCSWMA office.

An annual report, Form 303, required by the California Department of Toxic Substances Control is submitted on an annual basis by the first Monday of October for the previous fiscal year ending June 30th. The report contains the total volume of hazardous waste managed and the disposal methods used. A copy of this report is kelp at the TCSWMA office.

XIII. CLOSURE PLAN

In the event HHWCF operations are discontinued at the TCSWMA PHHWCF, the following procedures will be implemented:

1. The collection facility will be inspected by the TCSWMA program manager to locate and identify any hazardous wastes remaining on-site after cessation of operations.

2. Contaminated equipment and supplies will be decontaminated or properly disposed of.

3. A TCSWMA contacted hazardous waste hauler will contain, package and transport, is compliance with all relevant regulations, all hazardous waste on-site. The contacted hazardous waste hauler shall be licensed and certified by the state of California. All hazardous wastes shall be transported to a licensed and/or permitted recycling, treatment, or disposal facilities.

4. After removal of all hazardous wastes, the HHWCF shall be closed in accordance with applicable legal or regulatory requirements.

5. The state Department of Toxic Substances Control shall be notified of closure procedures to verify the closure has been affected in compliance with applicable laws or regulations.

6. An environmental assessor registered in the State of California will certify the closure of the HHWCF.

XIV. COST ESTIMATE FOR CLOSURE

Cost estimates for closure are based on site and equipment clean up, laboratory testing of sump and sidewalls, demolition or scrapping of hazardous material storage units, and an environmental site assessment of the facility including subsurface.

On average, inclusive costs for site and equipment clean up, laboratory analysis, and environmental site assessment is currently $10,500. The TCSWMA shall assume financial responsibility for closure of the collection facility.

XV. FINANCIAL RESPONSIBILITY

The TCSWMA PHHWCF is insured under the Tehama County self-insurance certification.

XVL. CERTIFICATION

I certify under penalty of las that is document and all the attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fines and imprisonment for violations of which I have knowledge.

_____

Rachel Ross-Donaldson, Agency Manager

Tehama County Solid Waste Management Agency